



5750 WILSHIRE BLVD STE 565  
LOS ANGELES CA 90036-3635

**ASSEMBLYMEMBER  
KAREN BASS**



PLEASE  
PLACE  
STAMP  
HERE



## PROGRAM DESCRIPTIONS

### PUBLIC RELATIONS:

Duties include writing newsletter articles, press releases, public service brochures and mail to inform constituents about issues that affect them.

### COMMUNITY OUTREACH:

Community outreach projects include special event preparation and staffing. Interns will be allowed to attend community meetings with staff.

### RESEARCH:

Duties require the intern to perform extensive research of ideas for legislation and write reports.

### CONSTITUENT SERVICE:

Interns will help constituents with problems by contacting government agencies. This will require extensive writing skills.

### ADMINISTRATIVE STAFF:

The District Office has several administrative systems, which require maintenance and organization. An administrative intern would assist with data entry and other information system management.



**KAREN BASS**  
ASSEMBLYMEMBER, 47TH DISTRICT

#### DISTRICT OFFICE:

5750 Wilshire Boulevard, Suite 565  
Los Angeles, California 90036  
(323) 937-4747 • Fax: (323) 937-3466

#### CAPITOL OFFICE:

State Capitol, P.O. Box 942849  
Sacramento, California 94249-0047  
(916) 319-2047 • Fax: (916) 319-2147

#### E-MAIL:

[assemblymember.bass@assembly.ca.gov](mailto:assemblymember.bass@assembly.ca.gov)

#### WEBSITE:

<http://democrats.assembly.ca.gov/members/a47/default.htm>

CALIFORNIA STATE ASSEMBLY

47th Assembly District

# INTERNSHIP PROGRAM





47th Assembly District  
INTERNSHIP PROGRAM

The 47th Assembly District Office Internship Program offers high school and college students a unique opportunity to participate in and experience the work of a state assembly office. The program exposes students to district office operations and the grassroots activities of a legislator’s work. These experiences include working with constituents, conducting community outreach efforts, assisting community-based organizations, organizing civic events and projects, database and web page development and upkeep, staffing the office, and other activities.

Internships are available to all part-time or full-time college students. Depending on their programs, students may also receive different types of school credits for participating as an intern.

Assemblymember Bass placed a high priority on student participation during her four decades as a community organizer. She hopes to continue this priority in her new role as Assembly Majority Whip. The Internship Program will facilitate active student involvement in government. Many legislators and senior policy staff began their careers

by interning in a district office. It is an invaluable way to gain a true understanding of California’s democratic process, as well as an excellent opportunity to make important contacts while serving the community.

In addition to the valuable education and work experience, interns can also look forward to a letter of recommendation upon satisfactorily completing provided assignments and fully participating in all agreed-upon hours of work. All internship work is voluntary and students will not receive any monetary compensation.

If you are interested in participating in the 47th Assembly District Office Internship Program, please submit the enclosed application to the 47th Assembly District Office, at 5750 Wilshire Boulevard., Suite 565, Los Angeles, CA 90036.

As space becomes available, qualified candidates will be invited for an interview. Thank you for your interest in this very unique opportunity to serve your community, and I look forward to your participation.

*If you have any questions, please call the program coordinator, Daniel Cardozo, at (323) 937-4747.*



47TH ASSEMBLY DISTRICT

INTERNSHIP PROGRAM APPLICATION

NAME

ADDRESS

CITY / STATE / ZIP

HOME NUMBER

E-MAIL

HIGH SCHOOL

COLLEGE (IF APPLICABLE)

EARLIEST START DATE / /

EXPECTED END DATE / /

EXPECTED HOURS AND DAYS PER WEEK

M T W TH F

(Example: M 9-5)

VOLUNTEER/EMPLOYMENT EXPERIENCE (No experience is necessary. Example: Red Cross Volunteer Coordinator 10/5 – 12/5, 2003)	
ORGANIZATION	DUTIES
	DATES TO/FROM

SPECIAL SKILLS

☐ DATABASE

☐ WORD PROCESSING

☐ SPREADSHEET

☐ RESEARCH SKILLS

☐ WRITING SKILLS

☐ OTHER

INTEREST/HOBBIES

GOALS

**ESSAY** (Please hand write or type an essay, no more than 500 words, on the following): As a new Assemblymember my top priorities would be... Please return the completed application along with your essay to: The Office of Assembly Majority Leader Dario Frommer • 620 N. Brand Blvd., Suite 403 • Glendale, CA 91203.